



General Services Administration
Northwest/Arctic Region
Jackson Property Management Team
915 Second Avenue, Room 1894
Seattle, WA 98174

October 21, 1999

MEMORANDUM FOR RECORD

FROM: STEVEN M. DAVID
PROPERTY MANAGER (10PM1A)

SUBJECT: Quarterly Tenant Meeting Minutes

The quarterly tenant meeting for the first quarter of FY00 was held on October 20, 1999 in the Evergreen Room (3086) of the Jackson Federal Building. Those in attendance are listed on the attached sign-in sheet.

The following items were addressed:

1. Custodial & Grounds. Custodial contract supervisors, John Frisk and Silvano Gonzalez, introduced Bruce VanDyke who will assist with quality control in the building. Attendees noted a few concerns regarding trash removal and vacuuming in various areas through the building. Custodial contract representatives agreed to rectify the problem areas and improve oversight of custodians. There were no additional tenant comments or concerns regarding custodial or grounds.

2. Cafeteria. Cafeteria manager, Michael Lesh, was unable to attend, but provided the following information: a) the last vending machine in the new Self-Serve Center would be filled this weekend; b) a new vegetable plate is available during lunch (any three sides) for \$1.50; c) the next seasonal change of menus will be December; d) the Thanksgiving meal is tentatively planned for November 17th, and e) the Espresso Bar is closed from 8:15 AM to 8:30 AM. There were no additional tenant comments or concerns regarding the cafeteria.

3. Security & Safety. Federal Protective Service representative, Smokey Forster gave a briefing on what to expect during the World Trade Organization event scheduled for the end of November. Smokey reported that security expects heavy protests that could impact the building. The Seattle Federal Executive Board and the Building Security Advisory Committee will each meet to discuss options for tenants.

IRS Security Office representative, Doug Hallet, reported that the annual Floor Warden training was scheduled for November 16th in the North Auditorium.

GSA Building Manager, Steve David, reported that the building had been tested and found to be Y2K compliant. Steve also reminded attendees that a special "Y2K Button" had been placed on the JFB Web Site's home page to provide information to all tenants. There were no additional tenant comments or concerns regarding security or safety.

4. Service Calls & Maintenance. There were no tenant comments or concerns regarding service call or maintenance issues.

5. Projects & Space. Steve David, reported the following: a) the new Self-Serv Center was not complete, but open for tenant use; b) the exterior clean and reseal project had started, but would go into a holding pattern for the winter; and c) additional office and storage space would be available in November after the FBI relocates out of the building. There were no tenant comments or concerns regarding project or space issues.

6. Telecommunications. Steve David suggested that tenants who were receiving an unusual amount of wrong numbers maintain a log that could be forwarded to GSA-FTS. There were no additional tenant comments or concerns regarding telecommunications.

7. Open Discussion. Additional items discussed included the following: a) lights, HVAC, and special hours cleaning will revert to the building standard after October 31st for tenant agencies who do not have an FY00 RWA into GSA; b) the JFB Web Site was up and running; and c) parking to be vacated by the FBI is being reallocated.

There was no other business. The next meeting is scheduled for 10:00 a.m., April 19, 2000 in The Evergreen Room (3086). A notification memo will be faxed approximately two weeks prior and an agenda faxed one day prior to the meeting.

Attachments (1)

cc:10PM1A (Official, Reading)

e-mail copies to: R. Buffington & B. Allan (10PMF), C. Liljenberg (10PM1), S. Forster (10PM1B), H. Berglund (10PCB), G. Hunter (10PT), A. Shoda (10PF), E. DePaoli (10TT)

faxed copies to : JFB Client List